

PUBLIC WORKS DEPARTMENT
155 West 14th Street, Yuma, AZ 85364-4711
(928) 373-4500 or (928) 373-4502 Telephone
(928) 373-4501 or (928) 373-4501 FAX
(928) 373-5149 TDD

CITY OF YUMA ADOPT-A-STREET PROGRAM FOR VOLUNTEERS

I. POLICY

The City of Yuma has a direct interest in reducing litter on City streets. This can be accomplished by litter clean up and by encouraging motorists to dispose of litter properly. The Adopt-A-Street Program assists in both ways. This program encourages organizations to pick up litter along a specific length of street.

Recognition signs calling motorists' attention to the litter control effort and crediting the volunteer organization for its work are fabricated and installed by the City to recognize participants in this program.

II. ELIGIBILITY

Individuals, families, corporations, businesses and organizations except for advertisement of political candidates, elected officials, political action committees and political campaigns may participate in the Adopt-A-Street Program.

III. RULES AND CONDITIONS

- A. The desirable length of a City street should be approximately 8 blocks. Shorter lengths may be permitted in heavy litter areas or as determined desirable by the Director of Public Works. Only those street sections that the Department of Public Works considers suitable shall be designated.
- B. An Adopt-A-Street permit with the volunteer organization is required.
- C. No children younger than 12 years of age may participate or be permitted in the right-of-way for any reason. The group shall provide adequate supervision – at least one adult, 21 years of age or older for every 10 members under the age of 18 years.
- D. The recognition sign is the property of the City and the department reserves the right to edit the wording of the sign and has final approval of the sign. A recognition sign is not intended to be an advertising medium because it is to identify and recognize the volunteer organization that is responsible for the maintenance being done. Sign legends will be as shown in Attachment A. The City shall install and maintain the sign and will make every effort to install the sign within two months.
- E. Permits for specific locations will be issued on a first come first served basis.
- F. The City shall supply litter bags and remove and dispose of filled bags for the volunteer organizations.
- G. The City shall provide safety vests for volunteer organizations.
- H. Participating organizations shall appoint an Adopt-A-Street coordinator from its membership to oversee its work in the right-of-way.
- I. All Adopt-A-Street coordinators shall attend a safety presentation given by City personnel before their organization's litter pickup. All participants should be encouraged to attend the safety presentation.
- J. All participants shall be instructed in safety precautions by their coordinator prior to each litter

pickup. All participants shall follow the safety requirements.

- K. Participating organizations shall coordinate their pickup schedules with the Department of Public Works. Pickups should be scheduled at least two weeks in advance, to allow for timely removal of filled bags. Work shall be conducted during daylight hours and shall not be conducted on holiday weekends, or within twenty-four (24) hours preceding a holiday weekend unless specifically authorized.
- L. The participating organization commits to pick up roadside litter at least four (4) times a year or in the frequency as stated on the approved permit. If the organization fails to meet its commitment, the permit may be canceled by the City, with written notification sent to the address of record on the permit.
- M. A liability insurance certificate is not required when the actual litter removal work is performed by volunteers.
- N. The organization's Adopt-A-Street coordinator shall assure that each participant (or the parent or guardian of a minor) shall sign a waiver before work commences in the right-of-way. This waiver shall be submitted to the Director of Public Works by the participating organizations coordinator and shall remain in effect as long as the organization has an approved permit.
- O. The permit shall be issued for a period of two years. It may be renewed if the organization has maintained its section in an acceptable manner as determined by the Director of Public Works. The permit may be canceled, if in the opinion of the Director of Public Works, the area has not been properly maintained.

IV. PROCEDURES

- A. Interested individuals or organizations should contact the Director of Public Works at 155 W. 14th Street or call 373-4500.
- B. A City representative shall discuss the program with a responsible representative of the interested organization, emphasizing that the program involves significant physical work which must be done safely on a reasonable frequency for at least two years.
- C. An Adopt-A-Street permit application shall be completed by the volunteer authorized to commit the organization. If the section of Street requested by the applicant is under permit by another organization, the applicant may request to have their organization put on a waiting list.
- D. The applicant and the organization represented by the applicant, by signature on the application, agree to abide by all the requirements of the program. Applicants schedule safety presentations through the Department of Public Works office indicated in the approved permit.
- E. The organization's volunteer coordinator requests issuance of safety vests and litter bags, from the Department of Public Works, at the time they schedule the pickup event.
- F. Volunteer organizations shall fill out and return to the Department of Public Works, the Adopt-A-Street Activity Reporting Form, following the cleanup activity.

CITY OF YUMA

ADOPT-A-STREETS SAFETY REQUIREMENTS

1. The following safety guidelines must be followed when participating in litter removal activities along City streets. Each volunteer or participant should be provided with a copy of this briefing prior to arrival at the work day. Our combined efforts to keep Arizona and the City clean and beautiful are going a long way towards improving the appearance of our streets and community.
2. All participants in the litter pickup program must be given a safety presentation prior to reporting to the jobsite.
3. Participants should assemble in an area away from the designated worksite and car pool to reduce the number of cars at the litter pickup site. Vehicles should be parked at least 20 feet from the street.
4. Safety vests must be worn by all participants at all times during the litter pickup project.
5. Supervisors shall be assigned to both adult and youth groups. Participants below the age of 12 are not permitted at the work sites. Supervisors should be assigned before departing for the work day.
6. Litter pickup can be performed only during daylight hours and during good weather.
7. Work as a group facing oncoming traffic at all times.
8. Do not cross the Street unnecessarily; cross only at designated locations. Designated crossing locations should be determined by supervisors prior to starting work.
9. Remain with the group to which you are assigned.
10. Do not pick up litter in the median or on any traveled portion of the street. Litter should be picked up only on the right-of-way, from the edge of the curb to the property line.
11. Know what you are picking up. Discarded chemical containers may sometimes be hazardous.
12. Do not pick up litter during hours other than those agreed upon with your City representative from Public Works.
13. Do not distract motorists with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden. The streets are potentially very dangerous.
14. Anyone under the influence of alcohol or narcotics must be asked to leave the work day.
15. Keep away from any street construction or maintenance projects. City or contractor personnel will clean in those areas.
16. Stay out of utility installations, culverts and drainage structures.
17. Do not try to pick up heavy objects. Use correct lifting techniques, keeping your back as straight as possible. Keep the object you are trying to lift close to your body and let your legs and arms do the work.
18. Use caution when you encounter the following: cactus, animals, steep slopes, sharp rocks, insects, barbed wire, traffic and other unusual circumstances.
19. Be sure at least one person is experienced in first aid, including CPR.
20. Assure that first aid kits are available and that transportation is available to the nearest medical facility.
21. Assure that appropriate beverages are available and are in sufficient quantity to meet your group's needs. Alcoholic beverages are prohibited.
22. Wear appropriate (comfortable) clothes, gloves, hats, boots, or hard-sole shoes.

ADOPT-A-STREET SPECIAL EVENT WAIVER FORM

Application is made by the undersigned to participate in the Adopt-A-Street pickup event within the Street Right of Way:

Organization's Name:	Contact Name:
Phone #:	Location/Street:
Date:	

HOLD HARMLESS CLAUSE: The permittee, all its participants, or where the participant is a minor his/her parent or guardian shall indemnify, defend, and save harmless the City from any and all claims, demands, suits, actions, proceedings, loss, cost, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which maybe brought or made against or incurred by the City on account of loss of or damages to any property or for injuries or death of any person, caused by arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of permittee, its employees, agents, or representatives, or subcontractors, their employees agents or representatives in connection with or incident to the performance of this Agreement, or arising out of Workers' Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of permittee and/or its subcontractors or claims under similar such laws and obligations. Permittees' and its participants' entire obligation under the Section shall not extend to any liability caused by the sole negligence of the City or its employees.

WAIVER: The Permittee, all its participants, or where the permittee is a minor his/her parent or guardian hereby waives the right to any claim for any damages or injury of any kind accruing to the permittee or to any participant arising out of or as a result of the use of this permit except said waiver does not extend to any such claim which is caused by the sole negligence of the City or its offices and employees.

THE UNDERSIGNED PARTICIPANTS, PARENTS, OR GUARDIANS HAVE READ AND AGREE TO THE CONDITIONS STATED ABOVE:

Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:
Signature:	Date:

Each participant must have signed a waiver form under the permit assigned to this organization. Your signature is valid for the duration of the permit. All new participants must sign a waiver form before the pickup activity begins. Please return form to the City of Yuma Department of Public Works.

THIS FORM WILL BE FILED WITH THE PERMIT

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ADOPT-A-STREET ACTIVITY REPORT

This completed activity report form will provide to the Department of Public Works valuable information about the potential cost-avoidance savings of the Adopt-A-Street Program. Please return this form within 5 days.

Organization's or Individual's Name:	
Pick Up Location:	
Date of Pick-Up:	
Number of Participants:	
Number of Bags Filled:	
Did you conduct a safety Meeting:	
Did you separate for recycling:	
Did you take pictures during the cleaning event:	

CITY OF YUMA

APPLICATION FOR PERMIT TO PARTICIPATE IN ADOPT-A-STREET PROGRAM

Application is hereby made for a permit to enter in upon and use a portion of the City Right-of-Way and to participate in the ADOPT A-STREET PROGRAM.

☐ **Organization**

☐ **Individual**

Organization Name:	Contact Name:
Mailing Address:	Contact Phone Number:
Signature:	

1. City furnished litter bags and safety vest shall be obtained through the City Liaison during normal business hours.
2. The City reserves the right to approve, disapprove and/or edit names or acronyms to go on the signs.
3. Work shall be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty four hours preceding a holiday weekend unless specifically authorized.
4. Litter pickup shall not be performed on the traveled way, upon bridges, culverts, or structures of any kind; pick up within medians is allowed only when specifically authorized in this permit.
5. If weather or other adverse circumstances cause a public hazard, work shall be immediately discontinued.
6. Volunteers performing work under this permit shall wear personal protective clothing, including orange vests, while on the City Street right of way. City furnished protective equipment shall be returned upon completion of the project.
7. Work shall not be initiated prior to briefing on safety procedures by City's representatives.
8. Permittee shall designate a coordinator who shall represent the group. In addition, one adult supervisor shall be assigned by the volunteer organization for each ten children between the ages of twelve and eighteen years of age. No child less than twelve years of age shall be allowed to participate or to remain in the right of way assigned to the permittee.
9. This permit is valid for two calendar years from date of issue and may be renewed with the department's approval.
10. Each individual shall attend a safety orientation conducted by the City trained group leader prior to entering the Street right of way. The orientation shall include a discussion and explanation of the attached safety requirements. Individuals must participate in a safety orientation at least one during each calendar year.
11. Each participant (or parent or guardian of a minor participant) shall sign a waiver form for each pick up event. The permittee has volunteered to pick up litter in the right of way at its own risk. The City of Yuma and its officers and employees shall not be liable for any death, injury or property damage claims and all the cost asserted therewith which arise. If any claim arises out of the forgoing, the permittee shall defend, indemnify and save harmless the City of Yuma and its officers and employees from same. Permittees' obligation under this section shall not extend to any liability caused by the sole negligence of the City or its employees.
12. This permit may be cancelled by the City for failure to pick up litter per agreement or for non-conformance with other permit provisions.

*The City of Yuma will provide safety training materials, litter bags, and safety vests. City will pick up filled litterbags and erect signs showing the volunteer participation of the named organization in the Adopt-A-Street Program. The work order for the sign will be processed as soon as this permit is approved and the sign will be installed in approximately eight weeks.

****By signing, applicant agrees to all provisions (1-12)**